

Document 12.1 – Types of Documents

Version Number: 2
Version Date: October 13, 2011

EMS Manual

The EMS manual is maintained on the M&O server (path: \\Falcon\m&o\Biosolids - EMS\EMS Elements\). Document 0.1 lists the effective date of each element so that personnel at each plant can verify that their manual has up-to-date versions of elements in their EMS Manual.

Industrial Waste Division Documentation

Industrial Waste Division (IWD) documentation includes the annual pretreatment sampling plan and the results of the sampling conducted at industrial facilities. This documentation is maintained by the M&R Department.

Plant Operating Data

Plant operating data is maintained by individual operating sections in M&O and summarized in the District-wide Monthly Plant Operating Data report (monthly report), which includes all pertinent compliance and operational data. This data is reviewed and approved by plant management prior to transmittal to the Technical Projects Unit for publication in the monthly report.

Process Standard Operating Procedures

Each area will maintain SOPs for each operation activity associated with a CCP (Element 3 – Critical Control Points, Element 10 – Operational Control of Critical Control Points).

Biosolids Contract Records

Information regarding the activities of District Contractors (including land application totals, public notification activities, etc...) is contained in the files for specific contracts, which are maintained by the Resident Engineers at their respective facilities.

PFRP Documentation

PFRP documentation includes digester data, cell loading records, drying records, and the biosolids class compliance checklist. All of this data is maintained in the office of the respective solids management area, LASMA or Calumet.

Odor Management

Each plant has an odor management plan which requires odor inspections and documentation of odor inspections, complaint reports and complaint follow-up. A summary odor report is compiled annually and maintained by plant management.

References

Element 03 – Critical Control Points
Element 10 – Operational Control of Critical Control Points

Revision History

Version Number	Version Date	Description of Revision
0	7/28/05	Original Issue
1	10/8/09	Updated R&D to M&R Department
2	10/13/11	Edited Footer with Official Document Location